### CITY COUNCIL COMMITTEES

### **PURPOSE**

This policy sets forth guidelines for the establishment and conduct of the various Advisory Committees appointed by the City Council to review and make recommendations on specific issues or interest areas.

### **GENERAL GUIDELINES**

The following shall apply to all Committees:

- A. Committees shall be established by a resolution of the City Council in accordance with this policy.
- B. Committees shall be designated either Standing or Ad Hoc with Ad Hoc committees having a definite termination date which may be extended by Council action.
- C. Appointees to committees shall be residents of the City. However, when exceptions are warranted, the reasons shall be so stated in that committee's enabling resolution.
- D. Committee appointees may be replaced after three (3) consecutive unexcused absences from committee meetings.
- E. With the assistance of the City Attorney, committees shall determine the applicability of and comply with the Brown Act and other open meeting laws.
- F. Committee meetings open to the public shall include an opportunity for public comments and questions.
- G. Committees shall be reviewed in October of each year for any needed additions, changes or deletions by the City Manager and the City Council. This provision shall not however prevent such changes at other times of the year.

# COUNCIL/CITIZENS COMMITTEES

These shall consist of City Council members, citizens and City staff as prescribed by enabling resolution. The Mayor annually shall appoint City Council members to these committees subject to confirmation by the full City Council. Appointment of citizens and staff members to these committees shall be addressed in the respective enabling resolutions.

### CITIZENS ADVISORY COMMITTEES

These shall be comprised solely of citizens with perhaps City Council or staff liaison. Appointments generally shall be made annually by the Mayor subject to confirmation by the full City Council. However, enabling resolutions may provide that appointees represent each of the Councilmanic districts in which case appointments shall be made by individual Council members for their respective districts subject to confirmation by the full City Council.

# JOINT GOVERNMENTAL COMMITTEES

These are committees comprised of representatives from several governmental agencies. Representatives to these committees can be either City Council members or City staff. Appointment to joint governmental committees shall be made annually by the Mayor subject to confirmation by the full City Council.

### CITY STAFF COMMITTEES

These are comprised of staff members designated by their job title as prescribed by enabling resolution.

Adopted - May 8, 1973	Amended - October 1, 1979
Amended - May 12, 1973	Amended - November 12, 1979
Amended - June 11, 1973	Amended - February 9, 1981
Amended - December 8, 1975	Amended - November 23, 1981
Amended - June 28, 1976	Amended - January 12, 1987
Amended - August 9, 1976	Amended - October 22, 1990
Amended - December 13, 1976	Amended - January 24, 1994
Amended - January 10, 1977	Amended - February 27, 1995
Amended - January 24, 1977	Corrected - February 26, 1996
Amended - September 11, 1979	Amended - May 26, 1998